



Food Service Administrator - Sworn

Job Description

Department: Sheriff
Position: Career Service
Grade: 514
Supervisory: Yes
Reports to: Lieutenant - Corrections

Summary

Under broad direction of a Lieutenant – Corrections, performs supervisory and administrative work in directing the kitchen in the Utah County Security Center.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Establish policies and procedures for effective and efficient kitchen operation; inform Deputy Sheriff - Corrections of food distribution procedures; actively enforce established protocol to maintain security of both inmates and staff.
2. Oversee staffing decisions including hiring, training, performance evaluation, discipline, scheduling of work load, and retention of assigned personnel.
3. Prepare and submit budget for Security Center kitchen annually; analyze food prices and oversee food purchasing including compliance with provisions of the state bidding process; monitor deliveries and expenditures including oversight of inventory control.
4. Ensure kitchen operation and storage areas meet health and sanitation codes; plan and maintain continual five-week menus to simplify purchasing and to ensure meal variety and nutrition; consult with a nutritionist to ensure compliance with federal nutrition guidelines for all meals including religious and special dietary needs.
5. Act to control combative or hostile inmates within the kitchen area to maintain safety of non-sworn kitchen personnel.
6. Respond to emergency and crisis situations throughout the Security Center facility; provide CPR and first aid; walk throughout the kitchen area to monitor security and to prevent and minimize security risks and problems; monitor inmate activities in kitchen area for security issues.
7. Oversee the Meals on Wheels Food Program including preparation and packaging of meals, monitoring the budget and contract negotiation.
8. Develop and maintain positive relationships with community resources and vendors.
9. Exemplify the desired culture and philosophy of the organization.
10. Work effectively as a team member with other members of management and the Sheriff's Office.

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Job Title: Food Service Administrator - Sworn
FLSA: Non-Exempt
Effective Date: 5/6/2019
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Manager

Knowledge, Skills, and Abilities

- Considerable knowledge of food service sanitation, food storage, and inventory procedures
- Considerable knowledge of special-diet meal preparation and menu design
- Considerable knowledge of financial aspects of food service management
- Knowledge of psychological and sociological conditions and issues related to human development and criminal behavior
- Knowledge of the Code of Conduct for the Sheriff's Department
- Knowledge of the laws and regulations pertaining to correctional institutions and inmate rights
- Skilled in the operation of kitchen equipment and machines
- Skilled in supervisory techniques
- Skilled in budget preparation and monitoring
- Skilled in standard computer operation including using Microsoft Word and Excel.
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate instructions clearly
- Ability to read and follow written instructions
- Ability to manage complex food services operation
- Ability to maintain mental and emotional composure in a stressful and potentially dangerous environment
- Ability to supervise, lead, and maintain peace with multiple inmates with diverse backgrounds
- Ability to learn, remember, and enforce jail policies and procedures
- Ability to identify and mitigate situations that may present safety or health risks

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. Work exposes incumbent to varying temperature such as cold from freezers and heat from cooking sources. Work exposes incumbent to noise and conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent to contagious or infectious diseases or hazardous chemicals. Work requires use of protective devices such as masks, goggles, and gloves. Work is performed in direct contact with inmates and exposes incumbent to unknown, and potentially dangerous, and/or life-threatening conditions. May be

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required to drive Utah County owned vehicles in the course of conducting County business. Must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus and distinguish between colors and patterns. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to occasionally lift or otherwise move objects weighing up to fifty (50) pounds and ascends or descends a ladder or step-stool. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may occasionally restrain individuals weighing two hundred (200) pounds or more. The employee frequently drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Position Type / Expected Hours of Work

To maintain full-time status, this position must work at least eighty (80) hours each two-week pay period, however the regularly scheduled hours are eighty-six (86) per pay period. The ability to work irregular hours including nights, weekends, and holidays is a requirement.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree or equivalent.
2. Four (4) years of specialized training in food service management.
3. Five (5) years of professional food service experience of which two (2) years were as a supervisor.
4. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to individuals with institutional food service experience.

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Additional Eligibility Qualifications

1. Applicants must possess a valid Food Handler's Permit.
2. Incumbents must possess or obtain Corrections Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency during the probationary period for new hires, the trial period for promoted County employees, or the first six (6) months in the classification for County employees being reassigned or transferred to this classification. Said trial or probationary period shall not exceed twelve (12) months.
3. Incumbents are required to maintain POST certification and successfully complete required annual training.
4. Incumbents may be required to successfully complete annual Emergency Vehicle Operation training.
5. Incumbents are required to maintain annual weapons qualification for all assigned weapons.
6. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
7. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Corrections Officer certification include being twenty-one (21) years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

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Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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